Wisconsin Model Workflow

Screened Out

Screening Reason
Mandated Reporter Letter
Relative Reporter Letter
Case Closed

(No alleged maltreatment or threat of maltreatment)

Intake Report

Within 24 hours:

Information documented
Present danger threats & risks reviewed
Screening decision made and documented
Urgency decision made and documented
& case assigned if screened in

Case Closed/No Services

May be referred to community services
[NOTE: Case may not be closed if child is determined
to be unsafe, unless family refuses services
and no jurisdiction exists]

(No maltreatment/child safe/not high or significant risk)

Screened In for Initial Assessment

(Child unsafe or risk concerns)

decision (within 5 working days)

Face-to-face contact, based on urgency decision (within 5 working days) Protective Plan implemented, if child is in danger

while assessment is being done

Primary: Documentation of maltreatment, parenting &family & individual functioning per Investigation Standards

Primary: Completion of formal Safety Assessment Implementation of safety plan if child is unsafe

Primary: formal risk assessment

Secondary & Non-Caregiver: Document on Secondary/Non-Caregiver

IA, in accordance w/ Investigation Standards

Initial Assessment, all documentation and approvals completed

within 60 days

Mandated Reporter Letter / Relative Reporter Letter Substantiated Maltreater Notification/Right to Appeal Letter

Case Opened for Services Transfer & Initial Activities

Initiation of ongoing service occurs when sup. approves Initial Assessment

IA worker responsible for safety plan until transfer is completed

Family/providers notified of assigned ongoing worker within 2 working days of case transfer

First contacts w/family within 10 working days of initiation of ongoing service

First contacts: worker must maintain focus on safety

If child is in out-of-home care, initial meeting w/parents must address the family interaction (visitation) plan Initiate a partnership with family

Child Placement

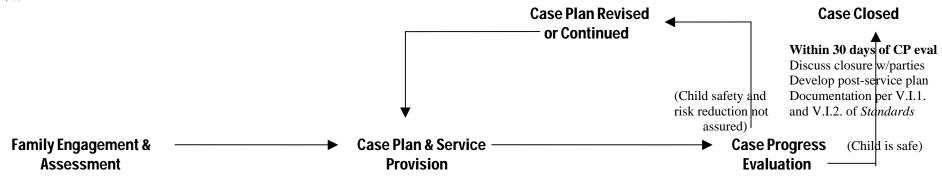
(These requirements must be done **in addition** to above case requirements for children in placement)

Considerations: Least Intrusive/Restrictive
(Relative/Foster Care/Treatment Foster Care)
If child is Indian, the tribe is notified at the point
the agency considers requesting a petition

Safety Assessment of Placement Background Check (others in household) Match w/ child needs

Immediate Documentation Requirements:

- TPC or VPA
- Protective Plan or Safety Plan
- Information for Foster Parents, Part A



Manage any existing safety plan Assess areas from *Ongoing Standards*, Appendix B Face-to-face contact with all caregivers foster parents or other physical custodians, and all children in family

Process should meet the needs of the family and fulfill purposes in Ongoing Standards

Document on Family Assessment within 60 days of supervisory sign-off of IA:

(All documentation sections of the FA are per the *Ongoing Standards and Practice Guidelines*)

Document dates, places, purposes, duration and type of all contacts

Reassess and document safety (21 threats)

Document and implement new or revised safety plan, if applicable

Within 60 days of opening case for ongoing

services, the Case Plan must be completed (All documentation sections of the Case Plan are from the *Ongoing Standards and Practice Guidelines*)

Families involved in planning process to the greatest extent possible

Manage safety

Review plan with family

Assure that all service providers have sufficient info from case plan to direct the process and goals of their work with the client/family

Within 90 days for children in out of-home

care, Case Progress Evaluation must be completed

Within 6 months for children at home

Case Progress Evaluation must be completed (All documentation sections of the Case Progress Evaluation are from V.D. and V.F. of the Ongoing Standards and Practice Guidelines)

Document all contacts (see *Ongoing Standards* and *Practice Guidelines* for requirements)

Reassess and document safety (21 threats) if family has in-home or out-of-home safety plan

Document and implement new or revised safety plan, if applicable

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(These requirements must be done in addition to above requirements for children in placement)

Planning for Children in Out-of-home Care

Develop permanency plan with family from family assessment and document it within 60 days of removal

Permanency Plan content requirements are from IV.C.1. and IV.D.1 of *Ongoing* Standards and Practice Guidelines

Case Progress Evaluation Requirements for Children in Out-of-home Care

Perm Plan must be reviewed by court or administrative review within 6 months of removal and each 6 months thereafter

If child is with relative and cannot return home, consider options to make relative placement permanent

Discuss with parents possible outcomes of placement and best possible alternative if child cannot return home

When appropriate, discuss possibility of TPR

Notify tribe of change in permanency goal for Indian children